

CODE ENFORCEMENT MANAGER

(Exempt)

GENERAL DEFINITION OF WORK

The Code Enforcement Manager performs a variety of leadership and technical duties in support of the City of New Carrollton's Code Enforcement Program. Using sound judgment and a proactive approach, the Manager performs the duties of Code Enforcement Officer, enforcing a variety of applicable ordinances, codes, and regulations related to land use matters, building construction, housing standards, health and safety, property maintenance, fire safety, vehicle laws, and other matters of public concern that directly impact the community. Additionally, work involves scheduling, assigning and evaluating code enforcement program activities; manages code enforcement field officers and administrative support staff directly.

Works under the general direction and supervision of the City Administrative Officer.

Typical Tasks

- Manages, organizes and prioritizes the work activities, schedules and assignments of code compliance staff.
- Provides leadership in citizen relations, technical support, and safety and problem solving; sets priorities and policy for enforcement goals.
- Makes recommendations to the City Administrator and Mayor for updates to existing or enacting new, ordinances for the city that address systemic nuisance problems; seek the City's attorney advice and input where necessary.
- Develops goals for the City's Code Enforcement Program that reflects an awareness of private property rights and evaluate effectiveness of work program to accomplish these goals.
- Supervise all code enforcement cases that go to court; when necessary act as the City's representative in code enforcement cases before the court; determine when necessary to utilize the City's attorney(s) in code enforcement cases that go to court, or to assist the code enforcement officer in building a case to go before the court.
- Guides, reviews, and approves assigned projects.
- Acts as department representative at hearings; interprets codes and advises hearing examiners and city attorneys in developing and setting policies and procedures.
- Responds to citizens for code interpretation, determination of violations, requests for information, conciliation.
- With assistance from the City's HR Coordinator, recruits, trains and evaluates code compliance staff.
- Manages the departmental budget, ensuring spending levels do not exceed the budgeted amounts. Authorizes all departmental expenditures.
- Conducts random daily patrols of the city and identifies the existence of code violations. Identifies legal owners or responsible parties, and issues violation notices and civil citations. Directs corrective action to be taken, and determines periods for compliance.
- Conducts on-site inspections of all residential and commercial rental property. Works with property owners and agents to ensure acceptable living standards. Enforces city licensing requirements for all rental properties registered in the city rental program. Investigates complaints of unlicensed rental units.
- Prepares a variety of written reports, letters, memos, and correspondence related to enforcement activities.
- Answers inquires and educates property owners, business owners, and residents on city ordinances, zoning regulations, property maintenance standards, and other code related issues. Organizes and performs code enforcement departmental educational outreach to residents on code awareness.
- Investigates resident complaints concerning suspected code violations. Maintains an open dialogue with complainants, as necessary.
- Enforces state, county and city sign ordinances; removes illegal signs.
- Evaluates and coordinates the abatements of public nuisance violations by utilizing private contractors. Performs evaluations of contractor services for approval of payments.
- Maintains accurate, complete records of complaints, inspections, and violations utilizing the department's database.

- Reviews Building Permit applications and accompanying construction documents to ensure compliance with building codes, land use and zoning laws.
- Issues Stop Work Orders on undocumented construction projects. Reports illegal construction and land use violations to county level agencies, as necessary.
- Initiates cases that are to be presented to the New Carrollton Board of Appeals for departures and variances.
- Monitors residential construction projects and performs final inspections to ensure adherence to approved design specifications.
- Attends bi-weekly city council workshops and/or meetings as needed, to advise council members of code enforcement activities and address resident or staff concerns. Maintains a working knowledge of the code of ordinances and recommends new policies and code revisions as circumstances dictate.
- Establishes general department policies, goals and procedures for the department.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS

Thorough knowledge of concepts, laws, principles, practices and techniques of code enforcement, construction or property management, zoning enforcement, building standards, and state and local environmental regulations. Employee should develop and maintain a comprehensive understanding of the City's Code of Ordinance, Prince George's County Zoning and Housing Codes, and ICC codes; must be able to read and interpret construction plans; knowledge of municipal government procedures; operations, services, and activities of a municipal code compliance program. Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas. Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations. City services and organizational structure as they relate to code compliance. Legal actions applicable to code enforcement compliance. Principles and procedures of record keeping. Occupational hazards and standard safety practices.

Ability to: independently perform a full range of municipal code enforcement and compliance duties. Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues. Inspect and identify violations of applicable codes and ordinances. Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency. Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner. Investigate complaints and mediate resolutions in a timely and tactful manner. Prepare accurate and detailed documentation of investigation findings. Maintain complex logs, records, and files. Research, compile, and collect data. Prepare clear and concise technical reports. Make oral presentations and testify in court. Read and interpret legal documents and descriptions. Understand and follow oral and written instructions. Communicate clearly and concisely, both orally and in writing.

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and training equivalent to graduation from an accredited institution of higher education with at least an Associate's (Bachelor's Preferred) Degree in Construction or Property Management, Building Inspection, Civil Engineering, Criminal Justice, Business or Public Administration or related field and extensive experience in housing, commercial property management, code enforcement, or any related field. Years of experience and ICC certifications can substitute for educational requirements. Minimum five years of experience in a supervisory position required.

New Carrollton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.